

PROCUREMENT PACKET SELECTION INFORMATION

1. Ask the prospective vendor which of the below four cases applies.
2. Send the vendor the *Vendor Welcome Letter* and applicable Packet from the [AP website](#).
3. Have the vendor return the packet to you, the Procurement buyer.
If the vendor is an Individual, do not have them email the forms to you if they will contain a Social Security Number. Instead, have the forms faxed or regular mailed to you.
4. Verify that all the required forms were filled-in and signed.
5. Send the completed forms to the Vendor Desk.
(Social Security numbers should not be emailed.)
The ACH form is not mandatory.
6. Direct questions from vendors about the contents of the forms to the Vendor Desk.

	U.S. DOMESTIC	FOREIGN
Individual (Sole Proprietor or DBA)	<p><u>PACKET # 1</u></p> <ul style="list-style-type: none"> •LBNL's Substitute Form W-9 for Individuals •Form 590 - CA Resident •Form 587 - CA Nonresident •Direct Deposit (ACH) Enrollment Form <p>NOTE: Vendor will complete either Form 587 or 590, BUT NOT BOTH.</p>	<p><u>PACKET # 3</u></p> <ul style="list-style-type: none"> •LBNL's Substitute Form W-8BEN for Individuals •Form 587 - CA Nonresident
Company (Anything other than Sole Proprietor)	<p><u>PACKET # 2</u></p> <ul style="list-style-type: none"> •LBNL's Substitute Form W-9 for Companies •Form 590 - CA Resident •Form 587 - CA Nonresident •Direct Deposit (ACH) Enrollment Form <p>NOTE: Vendor will complete either Form 587 or 590, BUT NOT BOTH.</p>	<p><u>PACKET # 4</u></p> <ul style="list-style-type: none"> •IRS Form W-8BEN, W-8ECI, W-8EXP or W-8IMY •Form 587 - CA Nonresident •Form 590 - CA Resident <p>NOTE: Vendor will complete only one IRS Form W-8 as applicable. Vendor will complete either Form 587 or 590, BUT NOT BOTH.</p>